

## COURSE SUBSTITUTION GUIDELINES

The University of Texas at Austin  
Department of Civil, Architectural and Environmental Engineering  
Ernest Cockrell, Jr. Hall 4.200 · (512) 471 – 4921

The following information is for all students who wish to receive transfer credit for any course with a C E or ARE course abbreviation at the University of Texas at Austin. It applies to any student seeking a bachelor's degree in either architectural engineering or civil engineering. This includes students who have taken courses at any school, within the United States or international, other than the University of Texas at Austin; the student may be a current student who has taken a degree requirement in transfer, or a prospective student who intends to transfer into the Department of Civil, Architectural and Environmental Engineering.

The purpose of this information is to provide an understanding of what is required to evaluate transfer coursework that a student intends to use as credit toward their civil or architectural engineering degree. Transfer coursework from other domestic institutions as well as international institutions are evaluated with equal rigor.

The following materials are **REQUIRED** to evaluate any transfer coursework that a student intends to use as credit toward their civil or architectural engineering degree. The student is responsible for providing the following:

- A detailed syllabus, **in English**, from an authoritative source, such as the faculty member who taught the course, an official representative of the university, or a service that performs translations and certifies them. Student-supplied translations are not appropriate.
- Class notes, handouts, and/or web materials. The notes provided **MUST** be those of the student requesting the evaluation. The notes and other supporting materials may be in a foreign language.
- Any textbooks and/or laboratory manuals referenced in the syllabus.
- All class assignments and/or laboratory exercises required of the course.

The following materials are **OPTIONAL** to evaluate any transfer coursework that a student intends to use as credit toward their civil or architectural engineering degree. However, it is to the student's advantage to provide the most materials possible to support the evaluation of any transfer coursework.

- Any examinations that were taken. While this is ideal, we realize that some institutions, especially international institutions, do not allow students to keep examinations.

All the materials are expected to be organized, tabbed, and properly labeled. In addition to the materials, the student requesting the evaluation must complete a Course Substitution Request form. This form can be found at:

<http://www.cae.utexas.edu/current-students/undergraduate/undergraduate-forms-deadlines.html>.

For assistance or questions regarding the form the requesting student may meet with an academic advisor in ECJ 4.200.

**PLEASE NOTE THE FOLLOWING:**

- Students may **NOT** earn transfer credit for the following degree requirements. These courses must be taken in residence at the University of Texas at Austin.
  - C E 314K: PROP AND BEHAV OF ENGR MATLS-W
  - C E 333T: ENGINEERING COMMUNICATION-W
  - ARE 465: INTEGRATED DESIGN PROJECT
  - LEVEL II ELECTIVE (see degree packet for complete list)
- Course substitution requests must be initiated **AND** completed within two long semesters (i.e. fall and spring) of a student's entering semester.
- The evaluation of transfer coursework with a C E or ARE course abbreviation for prospective students does not occur until after the student has been admitted to and arrived at the university. These evaluations are not part of the admission process. It is suggested that once the requesting student arrives at the university, they plan to meet with an academic advisor in ECJ 4.200 during transfer orientation.
- In no case can work experience be counted toward the degree unless it is through the Cockrell School of Engineering CO-OP Program, where three semester hours of credit is given for three satisfactorily-completed off-campus work terms.

# COURSE SUBSTITUTION ACKNOWLEDGEMENT

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## Cockrell School of Engineering Transfer Policy

Only courses listed in the student's engineering degree program, or equivalent courses accepted by the department chair and approved by the dean, may be counted toward an engineering degree. A course may therefore be accepted for transfer credit but not be applicable toward an engineering degree.

student initials: \_\_\_\_\_

## Cockrell School of Engineering Residency Rules

All University students must complete in residence at least sixty semester hours of the coursework counted toward the degree. In the Cockrell School, thirty of these sixty hours must be in the major field or in a field closely related to the major as approved by the major department and the dean.

At least the last twenty-four hours of technical coursework counted toward an engineering degree must be taken while the student is registered as an undergraduate engineering major at the University. A student seeking an exception to this requirement must obtain written approval in advance from the dean.

student initials: \_\_\_\_\_

## Course Substitution Timeline

Course substitution requests must be initiated **AND** completed within two long semesters (i.e. fall and spring) of a student's entering semester.

student initials: \_\_\_\_\_

## Required Technical Courses

The following items must be provided by the requesting student for required technical courses to be reviewed:

- a detailed official English syllabus from the sending institution
- class notes, handouts and/or web materials from the requesting student
- textbook and/or laboratory manuals
- class assignments and/or laboratory exercises
- available examinations

student initials: \_\_\_\_\_

## Other Required Courses

The following items must be provided by the requesting student for other required courses to be reviewed:

- a detailed official English syllabus from the sending institution

student initials: \_\_\_\_\_

I have read the above statements and understand the course substitution requirements of the Department of Civil, Architectural and Environmental Engineering.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date